

TOWN POLICY #110

Overtime & Call-outs

Purpose of the Policy:

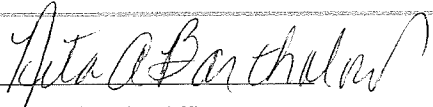
To establish guidelines for overtime, call-outs, and the after-hours emergency "on-call" system.

Policy Statement:

While the Town recognizes Overtime is required occasionally every effort should be made to minimize the need.

1. Employees may accumulate up to 40 hours of overtime. Accumulation of any amounts over the 40 hours must first be approved by the Directors or the CAO. A plan to decrease the number of accumulated hours must be discussed and followed.
2. Personnel required to work overtime shall be granted time off, at the discretion of their supervisor, (i.e. 1.5 hours off for one hour overtime worked) or payment at the rate of 1.5 times the regular hourly rate in effect at the time overtime is worked.
3. The Supervisor shall authorize overtime, wherever possible, before the fact.
4. Any employee who is called out after their regular working hours or on weekends shall be paid a minimum of one hour of overtime.
5. The Director of Operations is required to establish and maintain an after-hours emergency "on-call" system in accordance with the "Standard Operating Procedures" attached to and forming part of this policy. Each "on-call" employee shall be familiar with and abide by these "Standard Operating Procedures".
6. Personnel participating in the after hours emergency "on-call" system shall be paid \$20 per day for weekdays and \$30 per day for weekends and statutory holidays.

Approval

Signature: 

Title: Chief Administrative Officer

References: Resolution No 271/07

Revision Schedule: Annually

Date: August 27, 2007

Revision: 1

Next Revision: 2008

Town of Sundre
Standard Operating Procedure

An "On-Call" person is defined as a Public Works Department employee assigned the on-call pager by the Director of Operations.

1. The Director of Operations shall make up a yearly on-call schedule in January of each year.
2. The Director of Operations shall designate which Public Works employees participate in the on-call schedule.
3. The on-call schedule shall, in most cases, consist of a one week rotation beginning on Fridays.
4. If the on-call person is unable to work the days set forth in the schedule or is unable to complete the scheduled rotation they shall notify the Director of Operations.
5. On-call hours shall be 24 hours per day including normal working hours, non-working hours, weekends and statutory holidays.
6. The on-call person shall carry the on-call pager and respond to calls received on the pager or any other means of communication that the public may use to contact the Town of Sundre.
7. In response to a call, the on-call person shall decide on the appropriate course of action that may involve a call-out for additional personnel or responding alone.
8. The on-call person shall record the date and time of the call, the response and the result, and shall report all call-outs on the next working day to the Director of Operations.
9. A Public Works department vehicle will be made available for use by the on-call person and may be taken home while on call. The vehicle shall only be used for on-call related business.